## Office of Assessment, \& Accountability - Reconfiguration Spreadsheet Instructions

School Service Area or Reconfiguration Requests for the following school year must be submitted by June 30. The change request must be submitted if:

- the grade range of an A1 school changes
- a new A1 school opens
- an A1 school closes
- an A1 school boundary changes or
- a shift in student population of greater than $40 \%$ occurs


1. Enter the academic year for which this change will be implemented (i.e. 2019-2020).
2. Enter the district name (i.e. Adair County, Burgin Independent).
3. Enter the three digit KDE assigned district code (i.e. 001 for Adair County).
4. Enter the school name in which the change will occur (i.e. Adair County High School). Enter a row for each school that will change population. If a school is also having a name change, the new name can be used.
5. Choose the school type from drop-down menu (i.e. A1 General School, A5 Alternative School).
6. Is this a New, Closed, or Reconfigured School (i.e. If grade range change, choose R: Reconfigured from drop-down menu)?
7. Enter the 3 digit KDE assigned school code (i.e. 010 for Adair County HS).
8. List the original Grade Range. Choose the grade range before change (i.e. 9-12 for high school).
9. Enter the reconfigured grade range (i.e. 8-12 if grade 8 is added to high school). If there is no change in grade range, the Original Grade Range will be the same as the Reconfigured Grade Range.
10. List the number of students estimated to be lost due to change (i.e. School A has 600 students in Year 1. In Year 2, 200 students will be moved from School A to New School B and 150 students will be moved to School C due to changes in school boundaries). The 350 students that would have attended School A in Year 2, but no longer will due to the reconfiguration, will be listed as lost for School A. Please see the graphic on the following page for a visual depiction.
11. Enter the number of students gained (continuing the example in \#10). School A will have 0 students gained. New School B will have 200 students listed as gained, and 150 students will be gained by School C.
12. Enter the number of the stable population. This is the number of students that would have been served by this school under the prior year's boundaries, and will continue to be served under the new boundaries. Following this example, School A would have 250 students stable.
13. The percent stable will automatically calculate in the spreadsheet based upon the stable population compared to the lost and gained population. If this number is below $60 \%$, the school will be considered reconfigured.

Notes:

- The box on line 30 will show the total lost and total gained population, and these two numbers should be equal.
- This spreadsheet can be located at the following location: Reconfiguration Spreadsheet.


